



MIS INFO-LINE

SUBJECT: SINGLE-CONTACT CLIENT FACE SHEET

Directed To: All Providers

To facilitate a quick opening and closing of an episode in the MIS, a modified version of the Client Face Sheet has been developed. The Single Contact Client Face Sheet (MH224E) should be used for a mental health service encounter in which the admission and discharge occur on the same day. The information included in this form are the minimum data elements required to open and close an episode. This new Single Contact Client Face Sheet is not a replacement for the four-part Client Face Sheet (MH224) and mental health providers should continue to use it for clients who are likely to receive ongoing service.

This form must be used in conjunction with the Single Contact Summary Note (MH549) which was created to capture and record information on face-to-face encounters that do not lead to ongoing services. (Please refer to Quality Improvement Communique Number 19 for additional information on the Single Contact Summary Note).

The Single Contact Client Face Sheet is not yet available through the DMH Warehouse. Until copies of the form are available, you may photocopy the attached form. The form is also available on the MIS Website at <http://dmh.co.la.ca.us/mis/CDS>. You will be notified via the MHMIS Help Screen when the forms are available in the warehouse.

Attachment